



## ***JOB POSTING***

**Position:** Code Enforcement Officer  
**Reports To:** Special Services Supervisor

**Dept:** Police Department

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**Position Responsibilities (include but are not limited to the following):**

- Collect stray and vicious animals
- Regulate, ticket, and tow improperly parked or abandoned vehicles
- Cite property owners for trash and other refuse on property
- Enforce City ordinances on trash, animals, and abandoned vehicles
- Appear in court
- Update Service Requests/work orders pertaining to Code Enforcement using mobile device technology
- Take citizen complaints, and answer questions pertaining to specified area of responsibility

**Knowledge, Skills, and Abilities Required:**

- Working ability to prioritize assignments
- Considerable ability to work well with others
- Good organizational skills
- Working ability to solve problems
- Working knowledge of Microsoft Office applications
- Working knowledge and ability to utilize mobile devices (iPad specifically)
- Good written and oral communication skills
- Detail oriented

**Minimum Qualifications:**

**Education/Training**

- High school diploma or G.E.D. certificate
- Must have valid Indiana Drivers License

**Working Conditions:**

- Inside and outdoor environments, including heat, cold, rain, wind, snow

**Physical Requirements:**

- Finger dexterity required to manipulate objects and use a keyboard
- Ability to see within normal parameters
- Ability to hear within normal range
- Ability to extend hand(s) and arm(s)

*Internal Candidates* must complete and submit a Job Interest Form, attaching a current resume, to the Human Resources Department. Job Interest Forms are available for download on the City's Intranet site under HR section/Forms & Resources or you may contact HR at 244-2324.

**How To Apply:** Applications/Resumes and professional references will be accepted in person or by mail, fax or email your resume to: City of Terre Haute, Human Resources, 17 Harding Ave, Terre Haute, IN 47807

Confidential Fax: 812-244-2302 Email: [HR@terrehaute.in.gov](mailto:HR@terrehaute.in.gov)

*Applications will be accepted until the position is filled.*